

**FINANCE, AUDIT AND COMPLIANCE COMMITTEE MEETING MINUTES
4016 WEST BROAD STREET
RICHMOND, VIRGINIA**

September 18, 2007, 5:30 pm

Present: C. T. Hill, Committee Chairman, William T. Greer, Thomas Stroup (participated by phone). **Absent:** Mary Louisa Pollard and Randy Kozuch. **Director:** J. Carlton Courter, III; **Staff:** Ray Davis, John Moore, Mike Bise, Charlie Sledd, Gary Martel, Virgil Kopf, Gwen Dean, John Allen, Bob Duncan.

Chairman Hill welcomed everyone and called the meeting to order at 5:45 pm. Mr. Hill noted for the record that a quorum was not present.

FY 2008 Financial Update: Virgil Kopf gave an update on the current FY 2008 Budget. Fishing License Sales are showing an 8-10% increase from past years and hunting license are showing a 5% increase from past years. New boat registration is showing a decrease and the boat renewal registration is showing a slight increase from past years. An update on the current budget and the request to proceed in obtaining the \$2.7 million encumbrances will be provided at the next committee meeting that will be held on November 13th meeting.

Biennial Budget Update and Strategic Planning Update: Virgil Kopf stated that work continues on the preparation of the Agency Biennial Budget. An update will be provided at the November 13th meeting. The Strategic Planning Process will begin in February 2008.

William Greer departed at 6:15 pm.

Small Purchase Charge Card Report: John Moore reported the Agency's Small Purchase Charge Card Committee met today and there were a few documentation issues and some employees were purchasing software with their cards. Emails have been sent to correct these issues and training continues to be provided to staff.

There are no travel issues at this time. Guidance has been provided from the Secretary of Natural resources with regards to out of state travel in accordance with the Governor's mandate.

ARMICS Update: John Moore reported on the status of Phase 1 ARMICS. The requirements of Phase 1 were to evaluate the following: control environment, risk assessment, control activities, information and communication and monitoring. The staff has performed the following in order to complete the Phase 1 Certification to Department of Accounts (DOA) by September 30, 2007: conduct an informal risk assessment; have senior staff complete a control self assessment; have the internal auditor review all Board and Agency Policies and Procedures and test controls. The certification of completion to

DOA is signed by the Director and the Chief Financial Officer. This process showed the following areas need a corrective action plan: formalization of the Risk Assessment Process; perform SWOT analysis and better link DGIF'S Strategic Plan to Agency Operations and improve communications about the importance of internal control. The corrective action plan is due in March, 2008 and these areas should be corrected by June, 2008.

Internal Audit Update: John Allen summarized the Proposed Audit Charter and the Audit Plan. The current Internal Audit Reviews include: investigations on unexpired vehicle license plates from surplus vehicles; staff housing issues; review of DGIF Policies and Procedures and a request for a list of individuals with the highest travel expenses for FY 2007.

Quarterly Media Report: Gwen Dean gave the FY 2007 Fourth Quarter Media report. Some of the highlights of this report include: 158 media inquiries/interviews fielded by the Media Relations Coordinator; the conservation police officer change; nine pre releases to Virginia outdoor writers and mainstream news media covering topics such as fish kills on the Shenandoah and James rivers; announcement of the new Region 1 office at the Rice Center; and information about the peregrine falcons.

The **2007-2008 Hunting, Fishing, Dove and Waterfowl Regulations** are in various production stages and will be available on the required dates. The printing of the 2007-2008 Hunting Regulation booklets, with advertising, has been completed and have been distributed to the more than 550 licenses and other outdoor organizations and companies requesting them.

The **2008 Virginia Wildlife Calendar** has been printed and distribution began August 1, 2007. This year the new 2008 Virginia Wildlife Calendar is a special edition that has been designed to promote the Virginia Wildlife Action Plan. Each year over 45,000 are sold and distributed nationwide.

The Video Services personnel continue to work on: an undercover Law video edit and transfer of information to a new format; duplicating Boating Education Power Point CDs; and video projects such as "Living with Black Bears in Virginia"; Backyard Habitat at Home"; "A look Outside: amphibians and Reptiles."

The Communications staff provided Agency leadership, coordination and participation in the 80th Annual Conference of the Outdoor Writers Association of America (OWAA) in Roanoke, Virginia.

The **Outdoor Report** was launched successfully in January with the subscriber list growing to more than 8,000 readers including members of the new media through various partner organization promotions and an email invitation. The Outdoor Report content development team is planning on increasing subscriptions through a major promotional effort at the upcoming Sportsmen shows and another promotion to 30,000 email addresses from contacts with DGIF by customers, partner and the public.

Additional Business/Comments: Mr. Hill asked for a FOIA update. The staff stated that a decision by the FOIA Council is still pending.

There being no additional business, the meeting was adjourned at 7:30 pm. The next meeting will be held on November 13, 2007 at 5:30pm.

Respectfully Submitted,

Beth B. Drewery
Board Secretary